

**New Jersey Department of Education
Office of Early Childhood Education
Abbott Preschool Program**

**HEAD START PROVIDER ONE YEAR BUDGET
INSTRUCTIONS AND GUIDANCE
SCHOOL YEAR 2007-08**

Overview

Districts must distribute the following to every contracted provider in the district:

- **Abbott Preschool Program Implementation Guidelines, July 2005**
- **Private Provider Budget Instructions and Guidance**
- **Private Provider Budget Workbook, including:**
 - **Schedule A: HS Program Teacher Salaries and Benefits**
 - **Schedule A: HS Program Teacher Assistant Salaries and Benefits**
 - **Table 3a: Classrooms, Classes, and Number of Children Served**
 - **Table 3b: Sites, Classrooms, and Space Costs**
 - **Table 4: Teacher Education, Credentials, and Experience (10/16/06)**
 - **Director Salary Worksheet**
 - **Table 5: Director's Salary Scale**
 - **Table 1: Head Start Agency Pre-Abbott Budget Costs**
 - **Table 2: Head Start Agency Pre-Abbott Budget Costs**
 - **Head Start Provider Supplemental Assistance Request Form**

District-dedicated fiscal personnel should work with the Office of Early Childhood Education district liaison, the district early childhood supervisor, and Head Start private providers to determine a timeline for submission, and review of provider budgets.

Head Start providers must submit to the district:

- **A completed hard copy of:**
 - **Schedule A: HS Program Teacher Salaries and Benefits**
 - **Schedule A: HS Program Teacher Assistant Salaries and Benefits**
 - **Table 3a: Classrooms, Classes, and Number of Children Served**
 - **Table 3b: Sites, Classrooms, and Space Costs**
 - **Table 4: Teacher Education, Credentials, and Experience (10/16/06)**
 - **Table 5: Director's Salary Scale**
 - **Table 1: Head Start Agency Pre-Abbott Budget Costs**
 - **Table 2: Head Start Agency Pre-Abbott Budget Costs**
 - **Head Start Provider Supplemental Assistance Request Form**
 - **Any supporting documentation**
 - **Signed Head Start Provider Statement of Assurances**
- **An electronic copy of:**
 - **Schedule A: HS Program Teacher Salaries and Benefits**

- **Schedule A: HS Program Teacher Assistant Salaries and Benefits**
- **Table 3a: Classrooms, Classes, and Number of Children Served**
- **Table 3b: Sites, Classrooms, and Space Costs**
- **Table 4: Teacher Education, Credentials, and Experience (10/16/06)**
- **Table 5: Director's Salary Scale**
- **Table 1: Head Start Agency Pre-Abbott Budget Costs**
- **Table 2: Head Start Agency Pre-Abbott Budget Costs**
- **Head Start Provider Supplemental Assistance Request Form**

2007-08 New Jersey Abbott Head Start Program Instructions

The Federal Administration for Children and Families (ACF) Region II, the New Jersey Department of Human Services (DHS) and the New Jersey Department of Education (DOE)-Office of Early Childhood Education (OECE) are committed to working together to reduce the conflicting requirements that hamper financial management when multiple sources of funding are utilized by Head Start Abbott preschool providers. This document provides budget guidance for Federal Head Start programs. Districts are required to contract with Federal (Enhanced) Head Start programs if the agency is willing and able to serve Abbott children in accordance with DOE standards. Abbott funding is provided to supplement Federal resources, enabling Federal Head Start programs to meet Abbott standards. Head Start children in enhanced classrooms continue to receive all Federal Head Start services in conjunction with the additional services necessary to meet Abbott standards.

To work with these two sets of funding appropriately, it is necessary that Head Start Grantees provide accurate and detailed information on their Head Start budget. Costs should be charged exclusively to Head Start where Head Start dollars were being used to provide services prior to contracting with the district or for newly contracted services not required by the Abbott Preschool Program. Costs for higher standards not required by Federal regulations, but mandated by Abbott regulations, shall be funded through the Abbott Preschool Program.

For the 2007-08 budget process, the Department of Education will send an individualized budget to each Grantee's district Early Childhood Supervisor and/or Fiscal Specialist. The individualized budget will contain the data and costs agreed upon for the 2006-07 budget process for the Grantee to use in completing the remainder of the budget forms for the 2007-08 budget year.

Once each Head Start Grantee receives their individualized budget, they must first update Schedule A for both teachers and teacher assistants, Table 4 for all classroom teachers, and Tables 3a and 3b indicating all sites, classrooms, enrollment, and space costs. This information should then be used to complete the remaining projected costs for 2007-08 on Table 2.

Once all forms are completed, the Grantee should submit all forms and supporting documentation to the district for review.

Schedule A: Head Start Program Teacher Salaries and Benefits

Salary and benefit information for all lead teachers in classrooms serving Abbott-eligible children employed in 2000 should already be filled in.

If a teacher listed for the 2000 school year will still be employed in 2007-08 in an Abbott-funded classroom, enter the 2007-08 salary and benefits for that teacher. Otherwise, leave the spaces for 2007-08 salaries and benefits blank.

For all teachers who will be employed in 2007-08 in an Abbott-funded classroom, but who were hired after 2000, leave the salary and benefits spaces blank for 2000, but enter information for 2007-08.

Add additional rows, if necessary, to include all teachers to be employed in 2007-08 who will teach in classrooms serving Abbott-eligible children.

Salary and Benefit totals and averages will automatically calculate at the bottom of the page.

As per New Jersey Administrative Code, the proposed budget shall demonstrate that certified teachers receive compensation comparable to that which would be received if the certified teacher were employed by the school district board of education.

If the district salary scale for 2007-08 has not been finalized at the time of preschool budget development, providers are instructed to use 2006-07 approved salaries with a 4.00 percent increase. This placeholder may be adjusted if the 2007-08 salary scale is finalized by the time the overall Abbott district budget is approved. Providers should consult with their district for guidance if the district salary scale has not been finalized for more than one year.

Schedule A: Head Start Program Assistant Teacher Salaries and Benefits

Salary and benefit information for all lead assistant teachers in classrooms serving Abbott-eligible children employed in 2000 is already complete.

If an assistant teacher listed for the 2000 school year is still employed in 2007-08 in an Abbott-funded classroom, enter the 2007-08 salary and benefits for that assistant teacher. Otherwise, leave the spaces for 2007-08 salaries and benefits blank.

For all assistant teachers who will be employed in 2007-08 in an Abbott-funded classroom, but who were hired after 2000, leave the salary and benefits spaces blank for 2000, but enter information for 2007-08.

Add additional rows, if necessary, to include all assistant teachers to be employed in 2007-08 who will teach in classrooms serving Abbott-eligible children.

Salary and benefit totals and averages will calculate at the bottom of the page.

Providers must abide by district policy for setting assistant teacher salaries and benefits, including crediting years of relevant education and experience. District policy for setting assistant teacher salaries and benefits in private provider settings may vary from district policy for assistant teachers in district classrooms due to different standards of qualifications required for district assistant teachers.

Table 3a: Classrooms, Classes & Number of Children Served

List each classroom and the number of children to be served in 2007-08 as per the guidance on the worksheet. Each classroom used and the number of children served in 2000 should be filled in.

Table 3b: Sites, Classrooms and Space Costs

List each site, total number of classrooms, and space costs proposed for each site for 2007-08. Information for 2000 should be filled in.

Table 4: Teacher Education, Credentials, and Experience (10/16/06)

Providers are required to submit updated information on the current (as of October 16, 2006) education and credentials of their teaching staff, including supporting documentation of educational degrees, teacher certification, and coursework completed. Districts are responsible for coordinating the collection of this information. The number of teachers and the number of teacher assistants listed on Table 4 should match the number of Abbott classrooms listed on the budget worksheet. Please indicate any positions for 2007-08 that are unfilled at the time of budget submission.

Documentation must be on file with the district verifying the education and credentials of each teacher. This information should also be used to determine accurate salary levels based on district policy. Salary steps listed on Table 4 should match those listed on Schedule A.

Table 1: Head Start Agency Pre-Abbott Budget Costs

This table should already be completed based on the agency's approved 2006-07 budget.

Cost of Living Adjustment (COLA): The column marked "COLA" has automatically calculated the appropriate COLA salary increases for each employee. All non-salary information is simply copied into this column. To determine the COLA, all salaries and benefits were multiplied by the COLA for the years 2000-2006. Using teacher salaries as

an example, and where TS = average teacher salary in 2000, salaries and benefits were treated in the following manner:

TS * 1.026 (COLA for 2000) = TS1
TS1 * 1.035 (COLA for 2001) = TS2
TS2 * 1.026 (COLA for 2002) = TS3
TS3 * 1.015 (COLA for 2003) = TS4
TS4 * 1.016 (COLA for 2004) = TS5
TS5 * 1.010 (COLA for 2005) = TS6
TS6 * 1.000 (COLA for 2006) = TS7

TS7 then represents average teacher salaries in 2007-08. All 2000 salaries and benefits were adjusted to account for cost of living adjustments.

Table 2: Head Start Agency Post-Abbott Budget Costs

Note: The excel form will only allow you to fill information into the “average” or “total” cost column depending upon where it is necessary/most applicable for each line item.

Enter the exact number of district school calendar days for your particular district (student contact days plus teacher professional development days equivalent to the number of professional development days indicated in the district teacher contracts).

Enter the number of non-Abbott classrooms in all sites within the agency.

Number of Head Start-Funded Abbott Children Contracted: The total number of Head Start-funded children who are included in the agency’s Abbott contract for 2007-08, as well as pre-Abbott totals, will automatically appear based on information entered in Table 3a.

Number of Head Start-Funded Abbott-Eligible Classrooms: The total number of Head Start-funded, Abbott-eligible classrooms approved in the Head Start budget for 2007-08, as well as pre-Abbott totals, will automatically fill in based on information entered in Table 3a.

Educational Program Staff

Information on teachers and teacher assistants will automatically calculate based on information entered into the Schedule A forms.

Average Floating Teacher Assistant Salaries: Enter average salaries for floating teacher assistants serving Abbott-eligible classrooms in 2007-08.

Teacher/TA/Floating TA Benefits: Total benefits for all teachers, teacher assistants, and floating teacher assistants serving Abbott-eligible classrooms in 2007-08 will auto calculate based on information entered into Table 2 and the Schedule A forms.

The budget guidance allows providers to pool teacher and teacher assistant benefits in order to allow greater flexibility in obtaining the most appropriate coverage for all teachers and teacher assistants. Providers are required to offer benefits to all full-time teachers and encouraged to offer benefits to all full-time teacher assistants. Part-time teachers and teacher assistants are subject to district policy regarding benefits eligibility.

Providers should not charge a co-pay for benefits comparable to the district for teachers or teacher assistants. Benefit packages for teachers and teacher assistants may include health benefits (including medical, vision, and dental coverage), life insurance and pension contributions. Group insurance, social security contributions, unemployment contributions, and workman's compensation are already included in the payroll tax section of the budget and should not be included in the average benefit cost. To the extent possible, providers are asked to budget for comparability with district programs, however, the overall average of a provider's teacher and teacher assistant benefits may not exceed the average district benefits. In addition, providers must supply the district with their method used to calculate the average projected cost of teacher and teacher assistant benefits.

Total Substitute Teacher Salaries: Multiply the number of teachers serving Abbott-eligible classrooms in 2007-08 by the quantity of substitute days allowed per teacher times the daily rate paid per substitute teacher.

Total Substitute Assistant Teacher Salaries: Multiply the number of assistant teachers serving Abbott-eligible classrooms in 2007-08 by the quantity of substitute days allowed per assistant teacher times the daily rate paid per substitute assistant teacher.

Compensation rates and the number of days allowable for substitute teachers and assistants must be the same as those allowed for in-district teachers and **standardized across all contracting providers in the district**. Providers may use this funding to hire a full-time employee to serve as a permanent substitute only if this does not incur any additional costs above and beyond the district's standard allocation for substitutes for the year.

Providers are permitted to use funds budgeted for teacher and/or assistant teacher substitute days for floating teacher assistants in the event of their absence.

Classroom Materials and Supplies

When the Head Start program has to open additional classes due to class size reduction, and/or changes from half day to full day, costs associated with new classrooms will be funded by the DOE. In these cases, DOE allowable annual costs are for classroom materials and supplies, classroom technology and one time start-up classroom allowances

for classroom materials, supplies and technology. Start-up funding will be considered for new, additional classrooms for 2007-08 only.

Classroom Materials and Supplies: The budget guidance provides \$2,000 for each Abbott classroom for the 2007-08 school year. This includes instructional materials and supplies to be used for the Abbott Preschool Program. This amount also includes any consumable materials and supplies for other staff that work directly with children in the classroom. Funding for classroom materials and supplies may also be used for replacement, repair, and upgrade of classroom furniture and **does not have to be spent by classroom, but can be used for classroom materials and supplies across the provider's Abbott classrooms as needed.**

Classroom Technology: The budget guidance provides \$800 for each Abbott classroom for the 2007-08 school year. This amount may be used to purchase, upgrade, and repair computers, printers, software, and other educational technology in the classroom. The classroom technology budget is not meant to fully outfit each classroom with new technology every year, but will sustain a classroom's technology needs over time and enable providers to set up a schedule for the upgrade and replacement of technology. Two computers must be available for children to use in each Abbott preschool classroom. As with funding for classroom materials and supplies, funds for classroom technology **do not have to be spent classroom by classroom, but can be used for classroom technology across the provider's Abbott classrooms as needed.**

Field Trips with Transportation: The budget guidance provides \$75 per child for the 2007-08 school year. If pre-Abbott expenses for field trips were less than \$75 per child, Abbott will pay the additional cost.

Family Workers and Site-Level Directors/Supervisors

Head Start currently requires family workers in their programs. Since it is recommended by Head Start that they each serve 45 children and families in most cases, there should be no additional cost incurred. If the pre-Abbott ratio is under 1:45, the agency is ineligible for funding for Family Worker(s) under Abbott. If the agency used a ratio higher than 1:45, documentation of this must be provided. Under Abbott, this is considered a paraprofessional position and the Abbott share must be based on a salary that does not exceed \$31,650. DOE will fund 200 of the required 245 days (81.6 percent) for this position. Family Worker expenses for the remaining 45 days must be covered by DHS.

Number of Family Workers: Enter number of Family Workers serving Abbott-eligible classrooms for the 2007-08 school year.

Average Family Worker Salary: Enter average salary of Family Workers serving Abbott-eligible classrooms for the 2007-08 school year.

Number of Site-Level Directors/Supervisors: Enter number of site-level directors serving Abbott-eligible classrooms projected for the 2007-08 school year, not to exceed a ratio of one site-level director for every seven classrooms.

Average Site-Level Director/Supervisor Salary: Enter average salary for site-level directors serving Abbott-eligible classrooms for the 2007-08 school year.

Family Workers and Site-Level Director/Supervisor Benefits: For purposes of pooling benefits for family workers and directors, the budget worksheet will automatically calculate the maximum amount (15 percent of salary) allotted for all family workers' and directors' benefits combined. Benefits up to 15 percent are expected to be offered for each individual position.

Site-Level Director/Supervisor Salary Scale

Head Start providers are required to submit accurate information on the current (as of October 16, 2006) education and credentials of each person to be employed as a preschool site-level director/supervisor. This information should be used to determine the appropriate salary for each site-level director/supervisor, based on the size of each site (number of classrooms, including both Abbott and all non-Abbott) and the number of years of experience as a preschool site-level director/supervisor. Years of experience may be documented using letters from past employers, letters from the Division of Youth and Family Services, payroll records, or other appropriate records.

Each site-level director/supervisor's salary may not increase by more than ten percent over the 2006-07 approved budgeted salary. If the appropriate point on the salary scale represents more than a ten percent increase from an individual site-level director/supervisor's 2006-07 approved budgeted salary, a salary increase of up to ten percent will be allowed per year until such time as the site-level director/supervisor reaches the appropriate salary as per the salary scale.

If the appropriate level of the salary scale represents a decrease in the site-level director/supervisor's 2006-07 approved budgeted salary, the site-level director/supervisor's salary shall remain at the 2006-07 approved budgeted amount each year until such time as the site-level director/supervisor reaches the appropriate salary as per the salary scale.

If a site has more than one person filling the allowable full-time equivalent position of site-level director/supervisor (i.e. two part-time site-level director/supervisors), and those persons fall into different places on the salary scale, the site may budget for the higher of the director/supervisors' salaries only. This amount will be allotted to the site-level director/supervisor's salary line and may be divided at the provider's discretion among those filling the position.

The approved 2006-07 budgeted site-level director/supervisor's salary will be used as a placeholder in the event that the documentation submitted is insufficient.

Employer Payroll Taxes

Employer payroll taxes will auto calculate for teaching and non-teaching staff based upon the salary figures entered in the above lines.

Administrative/Indirect Support Costs

In the interest of providing increased flexibility for Head Start preschool providers within their administrative and indirect expenditures, the final shares of DOE costs for administrative and indirect costs are pooled. Providers are permitted to apportion this funding among allowable expenses (as listed below). Providers must still maintain verifiable, documented records of actual expenditures for administrative support and indirect costs and make such records available to the district, DOE, DHS, and auditors upon request. Records of all administrative support and indirect expenditures must be included in quarterly expenditure reports to the district, as required by *New Jersey Administrative Code 6A:10A*. Adjustments will be made to provider payments by the district based upon provider budget guidance, reasonable and customary costs, and verifiable documentation presented by the provider. All administrative support and indirect costs must be related to the operation of the Abbott Preschool Program. Refer to Appendix A for a detailed list of disallowed administrative support and indirect costs.

Providers will be reimbursed only for costs that are allowable and documented through quarterly expenditure reports. Unexpended administrative and indirect funds may be recouped by the district.

Number of Janitors: Enter number of janitors serving Abbott-eligible classrooms projected for the 2007-08 school year, not to exceed a ratio of one janitor for every six classrooms.

Average Janitor Salary: Enter average salary of janitors serving Abbott-eligible classrooms for the 2007-08 school year.

Number of Clerical Workers: Enter number of clerical workers serving Abbott-eligible classrooms projected for the 2007-08 school year.

Average Clerical Worker Salary: Enter average salary of clerical workers serving Abbott-eligible classrooms for the 2007-08 school year.

Janitor/Clerical Worker Benefits: The budget worksheet will automatically calculate the maximum amount (15 percent of salary) allotted for all janitor and clerical worker benefits combined.

Rent, Mortgage, Other Space Costs: Rent or mortgage/space expenses for the 2007-08 school year will fill in automatically based on information entered in Table 3b.

Building/Grounds Maintenance/Repair: Enter building/grounds maintenance and repair expense for the 2007-08 school year based upon one reasonable and customary fiscal year of maintenance/repair.

Utilities: Enter utilities expense for the 2007-08 school year based upon actual utility expenses from the prior fiscal year.

Telephone Services: Enter telephone services expense for the 2007-08 school year based upon actual telephone service expenses from the prior fiscal year.

Insurance: Enter insurance expense for the 2007-08 school year at the minimum levels and as detailed in the provider contract for mandatory insurances only. Workers compensation insurance policies for all center employees are included within this expense.

Accounting Fees: Enter accounting fees for the 2007-08 school year based upon actual accounting expenses from the prior fiscal year.

Payroll Preparation Fees: Enter payroll preparation fees for the 2007-08 school year based upon actual payroll preparation expenses from the prior fiscal year.

Cleaning Supplies: Enter cleaning supplies expense for the 2007-08 school year based upon cleaning supply expenses from the prior fiscal year.

If the Head Start agency wishes to claim additional costs incurred as a result of contracting in the Abbott program, a detailed Supplemental Assistance Request for each cost must accompany the budget. All Supplemental Assistance requests must include a detailed explanation of the reason for the request and justification of the need for additional funding. All Supplemental Assistance Requests must be reviewed and approved at the district level prior to submission to DOE.

APPENDIX A

Guidelines on Provider Administrative Support and Indirect Costs

Non-allowable administrative support and indirect costs include the following:

1. Head teacher salary, benefits, and employer payroll taxes;
2. Other administrative personnel salaries, and employer payroll taxes;
3. The cost of maintaining an administrative office in a private home or other residence;
4. An advertising cost in excess of \$500 in centers serving 90 or fewer children or an advertising cost in excess of \$1000 in centers serving 180 or fewer children;
5. Any cost associated with public relations and lobbying including salaries and fringe benefits;
6. The salary of a professional staff member, consultant or subcontractor including a member of a management company who is not certified but is functioning in a position requiring certification in accordance with *New Jersey Administrative Code 6A:9*;
7. The salary and fringe benefits of a staff member for time not expended and/or services not performed;
8. The cost of fringe benefits which are based on a non-allowable salary;
9. Contributions, donations, awards and scholarships;
10. Depreciation that does not meet the requirement that fixed asset expenditures of \$2,000 or more shall be capitalized and depreciated using the straight line method and a useful life consistent with current Federal tax law, except for real property which may be depreciated using a useful life of 15 years or the term of the original mortgage, whichever is greater, and depreciation on:
 - i. Donated goods and assets;
 - ii. That which is not based on estimated straight-line method; and
 - iii. Automobiles;

11. The yearly cost of a lease for a vehicle;
12. An investment expense associated with the purchase/sale of stock, securities, other investment instruments or other investments with the exception of those investments made within a retirement benefit plan that meets IRS regulations;
13. Entertainment expenses;
14. The cost of a fine or penalty which results from a violation of or failure by the center to comply with a Federal, state and/or local law or rule;
15. The cost of keyman insurance except where a term insurance policy is required by a lender as collateral for a loan;
16. Fringe benefits when the benefits are determined in an arbitrary or capricious manner rather than on an existing written uniform policy based on an equitable standard of distribution, such as years of service or education;
17. The cost of fund-raising, such as a financial campaign, an endowment drive or solicitation of a gift and bequest which is done to raise capital or obtain a contribution;
18. Goodwill;
19. Interest costs on loans other than mortgages;
20. Interest costs on long-term loans or mortgages when:
 - i. The loan is used for other than financing of fixed assets;
 - ii. The loan is not secured by the fixed asset being financed; and
 - iii. The interest costs are on the portion of the loan term, which exceeds the recovery period for depreciation of the fixed asset securing the loan;
21. A loss incurred on the sale or exchange of fixed assets;
22. The write-off of uncollected accounts receivable (bad debts) before three years has elapsed and before a reasonable effort has been made to collect such accounts receivable;
23. Pension costs that are:
 - i. Not in conformance with the Employee Retirement Income Security Act of 1974, P.L. 93-406, and its successor legislation and that do not exceed costs allowed by the Internal Revenue Service;

- ii. For a non-qualified pension plan(s);
 - iii. For a defined contribution plan in excess of the lesser of 25 percent of the employee's gross salary or \$30,000 and subsequent changes made to the IRS maximum percentage and maximum dollar amount; and
 - iv. For a defined benefit plan in excess of an amount, by employee, which would allow the defined plan to provide a benefit in excess of the percentage of the employee's number of years of service divided by 60 times the highest three-year average salary and at an age before 55;
24. Costs associated with travel out of state or for meetings/events not related to the Abbott preschool program;
25. A payment of a bonus;
26. A loss on an investment;
27. Payment of Federal, state and local income taxes on income other than Department of Education Abbott preschool funding;
28. Any cost associated with travel to and from the officer's or employee's home and the center or agency;
29. Any costs associated with a center-owned vehicle, leased vehicle or vehicle contained in a related party transaction;
30. All personal expenses, such as a personal travel expense or repair on a personal vehicle;
31. Personal use of a center-owned or leased vehicle which includes to/from work commutation;
32. A business-incurred charge for a privately owned vehicle in excess of the mileage rate allowed by the United States Internal Revenue Service for automobile travel;
33. Indirect and direct costs associated with activities or enterprises unrelated to the Abbott preschool program;
34. Cost of the year-end audited financial statements prepared by an individual who is not an independent registered municipal accountant of New Jersey, or an independent certified public accountant of New Jersey, and who does not hold an uncanceled registration license as a public school accountant of New Jersey;

35. Costs for membership in civic, business, technical and professional organizations;
36. Salary of a staff member which is not properly supported by the employee time record;
37. A salary or payment made to a member(s) of the board of directors/trustees for services performed in their capacity as a member of the board of director/trustees;
38. Cost of a pension plan and/or medical benefits for current or retired members of the board of directors/trustees;
39. Cost of medical benefits for retired employees;
40. Cost of employee severance pay;
41. Cost of a buyout of an employee contract;
42. Cost of a salary or consultant fee paid to a full-time employee or consultant for performing more than one administrative function in the center;
43. Cost to purchase or rent in a related party transaction an administrative office or business office at a location other than at the center location;
44. Cost of a salary increase paid after the start of the fiscal year not in accordance with the following:
 - i. The increase is due to a staff member(s) promotion that results in additional job responsibilities; or
 - ii. The increase has been approved by the district and the department after review of a formal written request to the Office of Early Childhood Education documenting the facts necessitating the increase, if the above case is not met; and
45. Cost found to be patently unreasonable by the Commissioner or his or her representative(s) or the independent auditor/accountant.

**Abbott Preschool Private Provider
One-Year Programmatic Budget
School Year 2007-08**

HEAD START PROVIDER STATEMENT OF ASSURANCES

I, _____ (name), Director of _____
(the DHS-licensed provider), hereby assure that the following has occurred. If I cannot
assure any of the activities below, justification will be included on a separate page.

1. The provider agrees to meet the standards for educational programs set forth in Abbott V, VI, and VIII.
2. The provider's preschool program is aligned with the *Early Childhood Education Program Expectations: Standards of Quality*.
3. The provider's preschool program is linked to each receiving elementary school's Whole School Reform model or design in the district.
4. Items on the attached provider budget are true and accurate, and the provider shall make expenditures in strict accordance with the approved budget.
5. The provider's activities and expenditures shall be subject to independent, external audit to ensure compliance with programmatic and fiscal requirements.
6. The preschool program shall only serve children in the Abbott classrooms who reside in the Abbott district.

I certify that all the above items and any attached justification(s) are correct and complete.

Director's Signature

Date